CONFIDENTIAL
PERSONNEL USE ONLY
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Application form

For best use, download this form and open with the latest Adobe Acrobat Reader program.

Position applied for ..... Job ref (if given) .....

Personal details

Title: e.g Mr/Ms/Mrs/Mx/Dr .....
Surname .....
Forename/s .....
Address .....
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Postcode .....
Home telephone number .....
Mobile number .....
Email .....

Education and training details

Secondary school or Further Education	Dates		Education and Qualifications (with grades) including professional and vocational Please state most recent first.
	From	To	

Please give details of additional qualifications or training (with dates where possible) including membership of professional bodies.

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Employment details

Present or most recent employment

Name and address of employer and nature of business .....

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Current/most recent position held .....

Details of duties and responsibilities .....

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Salary .....

Date joined .....

Date left .....

Notice required .....

Reason for leaving/wishing to leave .....

Previous employment

Date from to	Employer's name	Job title and details of responsibilities	Final salary	Reason for leaving

Additional information

Please indicate your reasons for applying for this post, matching your skills and experience to the job description and person specification. Also give any further information which you think would be useful in support of your application.

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Spare time activities/interests. Please describe

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Do you have any business interests directly related to animal welfare?

◯YES ◯NO

If yes, please give details .....

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Rehabilitation of Offenders Act 1974

This post is protected by the Act. Have you been convicted of any criminal offence which is not considered 'spent' under the Rehabilitation of Offenders Act 1974? ◯YES ◯NO

If yes, please send details in your email or a separate attachment.

Other details

Do you hold a full current UK driving licence? ◯YES ◯NO

Have you any penalty points or been disqualified? ◯YES ◯NO

If yes, please give details .....

Do you have any other restrictions on your driving licence? ◯YES ◯NO

If yes, please give details .....

Do you have a car at your disposal? ◯ YES ◯ NO

Have you ever held or applied for any other post with the Home? ◯ YES ◯ NO

If yes, please give details .....

Do you hold, or have you ever held, an honorary position with the Home? ◯YES ◯NO

If yes please give details .....

Asylum and Immigration Act 1996

Are you currently eligible for employment in the UK? ◯YES ◯NO

In order to comply with the Asylum and Immigration Act 1996, any offer of employment will be subject to provision of documentation showing your entitlement to work in this country e.g. National Insurance number. Please state what documentation you can provide to demonstrate your entitilement to work in the UK.

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Where did you see this post advertised? .....

References

Please give the names and addresses of at least two employment referees, one of whom should be your current or most recent employer. These should, if possible, cover a period of at least the last five years. The Home reserves the right to contact your previous employers before an offer of employment has been made and you have left their employment.

	Current/most recent employer	Previous employer	Previous employer
Name			
Position			
Organisation			
Address			
Postcode			
Tel. No.			
Email			

I confirm that the details I have provided on this form are correct to the best of my knowledge and I understand that any contract of employment will be jeopardised if I have misrepresented or omitted any relevant information. I understand if I am appointed information divulged in applications and forms for employment will be kept on file (both manual and computer) for recruitment, monitoring and employment purposes. Information will be stored securely in line with the Data Protection Act 1998.

Signed ..... **Date** .....

All complete?
Click here to send
to our private HR email.